

COURSE DIRECTORS

David S. Followill, Ph.D., is an Associate Professor of Radiation Physics and Associate Director of the Radiological Physics Center in the Department of Radiation Physics at The University of Texas M.D. Anderson Cancer Center in Houston. His areas of expertise are radiotherapy physics, radiobiology, radiation safety, radiation detection, and quality assurance.



Joy Godby B.A., R.O.C.C., is the Manager of the Radiation Oncology Billing Department in the Division of Radiation Oncology at The University of Texas M.D. Anderson Cancer Center at Houston. Her areas of expertise are Radiation Oncology Billing, Coding, and documentation for both professional and technical charges.



INTRODUCTION TO PHYSICS AND ADMINISTRATIVE ASPECTS OF RADIATION ONCOLOGY FOR ADMINISTRATIVE STAFF

first offering: Jan. 25 - 27, 2010
second offering: Sept. 13 - 15, 2010

Class limited to 20 attendees.



Department of Radiation Physics

Courses in Physics Related to
Therapeutic Radiology

THE UNIVERSITY OF TEXAS
MD ANDERSON
CANCER CENTER

Making Cancer History®

Application Form (return to Short Course Coordinator)

Introduction to Physics and Administrative Aspects of Radiation Oncology for Administrative Staff
first offering: Jan. 25 - 27, 2010 second offering: Sept. 13 - 15, 2010

Tuition \$1,000

Name _____ Institution _____

Position _____ Address _____

City, State, Zip _____

E-mail Address (print clearly) _____

Office Number _____ Fax Number _____ Alternate Number _____

Educational Background (list degree, year, field and school) _____

Checks should be made payable to: The University of Texas MD Anderson Cancer Center

SPECIAL NEEDS

Individuals needing auxilliary aids or services as identified in the Americans with Disabilities Act should contact us.

INTRODUCTION TO PHYSICS AND ADMINISTRATIVE ASPECTS OF RADIATION ONCOLOGY FOR ADMINISTRATIVE STAFF

first offering: Jan. 25 - 27, 2010
second offering: Sept. 13 - 15, 2010

17 Hours (2 1/2 days): Classroom Lectures
Tuition: \$1,000
Class limited to 20 attendees

Class registration will begin at 8:30 AM on Monday and class will finish at approximately noon on Wednesday.



Course Directors: David Followill, Ph.D.
Joy Godby, BA, R.O.C.C.

Other instructors: Karl Prado, PhD, Geoffrey Ibbott, PhD, Ann Lawyer, MS, Sheri Axtell, CRA, and Charles Smith

The purpose of this course is to provide administrative personnel with a basic understanding of the physics and administrative aspects of radiation oncology. Lectures will introduce a variety of subjects in external beam radiotherapy and brachytherapy, such as basic radiation physics, radiation biology, treatment planning, dose delivery, site planning and radiotherapy equipment needs, quality assurance, and radiation safety. The attendee will receive lectures on related administrative issues such as personnel needs, professional and educational aspects of medical physics, radiation therapist activities, research funding, budgeting, and billing. A tour of the Radiation Treatment Center at the M.D. Anderson Cancer Center will be held.

Intended Audience: This is an introductory course intended for radiation oncology administrators, administrative support staff, and entry level technical support staff.

COURSE OBJECTIVES

After attending the course lectures, the participant will have a basic knowledge of radiation physics, dosimetry, biology, safety, equipment needs, financial and administrative considerations, personnel needs, and terminology needed to communicate effectively within a department of radiation oncology. The course will also provide the participant with an understanding of the role of medical physics in the clinic as a part of multi-disciplinary care in radiation oncology. A glossary of common radiation oncology terms will be provided to each participant.

RADIATION ONCOLOGY ADMINISTRATIVE ASPECTS

Introduction to Radiation Oncology

- ◆ Overview of cancer
- ◆ Treatment options
- ◆ Radiation Oncology Team

Basic Radiation Physics and Dosimetry

- ◆ Radiation units and quantities
- ◆ Radiation interactions
- ◆ Treatment planning and delivery (external beam and brachytherapy)

Basic Radiation Biology and Safety

- ◆ 4 R's of radiotherapy
- ◆ Goal of radiotherapy (fractionation)
- ◆ Time/distance/shielding principles
- ◆ Regulatory issues
- ◆ Radiation measurement instrumentation

Radiotherapy equipment

- ◆ Site planning
- ◆ Equipment needs and commissioning
- ◆ Quality assurance

Radiation Oncology Personnel Needs

Radiation Therapist Activities

Radiation Oncology Finances

- ◆ Strategic planning
 - ◆ Financial, capital, and space budgeting
 - ◆ Budgeting
 - ◆ Research process and funding
- ### Medical Physics Professional and Educational Activities

CANCELLATION POLICY

The University of Texas M.D. Anderson Cancer Center reserves the right to cancel any course less than one week prior to the course. Should circumstances make this necessary, fees will be refunded in full.

If registration must be cancelled by the applicant, notice must be received at least 21 days prior to the course. Tuition will be refunded (less a \$100 handling fee). Later cancellation will incur retention of 50% of the fee unless the place can be filled from a waiting list. In this case, the full fee will be refunded (less the \$100 handling fee). Once the course commences there will be no refund.



APPLICATIONS AND QUESTIONS

Applications and questions should be directed to the Short Course Coordinator at the address, telephone, fax, or e-mail below:

Attention: Short Course Coordinator
UT MD Anderson Cancer Center
Radiation Physics Dept. - Unit 547
1515 Holcombe Blvd.
Houston, Texas 77030
Phone: (713) 745-8989
Fax: (713) 794-1364
E-mail: esiller@mdanderson.org

Information regarding local accommodations and transportation will be sent upon receipt of application. Class size is limited to the first 20 applicants.